

## Utah Department of Transportation

### INSTRUCTIONS TO APPLY FOR A SPECIAL EVENT ON STATE ROADS

Thank you for contacting the Utah Department of Transportation (UDOT) about your planned event and your request to use roads within the State highway system. The following documents explain the laws and requirements for conducting certain types of activities on State roads. Included are the:

- Special Road Use Application for Permit
- Waiver and Release of Damages Against the State of Utah for Participation in an Approved Special Event on State Roads
- Special Road Use Guidelines for All Events
- Addendum to Special Event Guidelines for Parades, Marathons, Triathlons
- Addendum to Special Event Guidelines for Biking
- Region and District Permit Officers - contact information
- A map of the Regions and Districts, if you are not sure which Permits Officer to contact, please e-mail or call Shawn Debenham Statewide Permits Officer, at [Sdebenham@utah.gov](mailto:Sdebenham@utah.gov) or (801)964-4528.

The application and any required supporting documentation should be submitted to the Permits Officer noted on the map for the Region or District in which your event originates (Region 4 includes the Cedar City District, Richfield District, and Price District - submit to the appropriate District Office rather than the Region 4 Office). For example, a cross-state bicycle tour that starts in St. George and ends in Ogden crosses several Regions and Districts. The application should be submitted only to Scott Snow, Permits Officer for the Cedar City District (location of St. George). The Permits Officer receiving the application will coordinate the process with the Permits Officers in any other affected Regions or Districts and will issue you a Permit for Special Road Use, outlining any special conditions of the permit.

Please note that the Permit issued by UDOT is approval for use of State roads only. All other routes must be cleared by the governing jurisdiction (city or county). UDOT has jurisdiction over roads designated on the State Highway Map as State Routes (SR #), U. S. Highways (US #), or interstate highways (I-#). UDOT charges a fee of \$20 for a Permit for Special Road Use, to be submitted at the time of application.